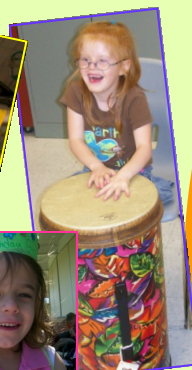


PLEASE REVIEW ALL
INFO—UPDATES
PROVIDED
THROUGHOUT!

ADAPTIVE RECREATION Summer Camps 2010 Parent Handbook



Guidelines & Policies for
Adaptive Recreation Summer Day Camp
Revised Spring 2010



Loudoun County Department of Parks, Recreation & Community Services
215 Depot Court, SE, Leesburg, VA 20175 · www.loudoun.gov/prcs

Adaptive Recreation Summer Camp

CONTACT INFORMATION

Camp Specialist: **Shayle Cavalli**
Office #: 703-771-5010
Cell #: 571-233-3593
E-mail: shayle.cavalli@loudoun.gov

AR Coordinator: **Maria Auger**
Office #: 703-771-5013
Cell #: 571-233-1729
E-mail: maria.auger@loudoun.gov

Division Manager: **Aaron Hopper**
Office #: 703-777-0398
Cell #: 571-233-0125
E-mail: aaron.hopper@loudoun.gov

PRCS Assistant Director: **Steve Torpy**
Office #: 703-777-0345
Cell #: 571-233-0123
E-mail: steve.torpy@loudoun.gov

PRCS Director: **Diane Ryburn**
Office #: 703-777-0558
E-mail: diane.ryburn@loudoun.gov
Pager #: 703-737-4910

PRCS Administrative

Camp Days & Hours: Monday–Friday; 9:00A–4:00P

Office Days & Hours: Monday–Friday; 8:30A–5:30P

Administrative Contacts:

Camp Main # - On-Site:	571-233-3593
PRCS Main # - Customer Service:	703-737-8042
PRCS Main Fax #:	703-771-5383

PRCS Address:
215 Depot Court, SE
Leesburg, VA 20175

Camp Location:
Seldens Landing Elementary School
43345 Coton Commons Drive
Leesburg, VA 20176
Principal: *Tracy Stephens*

Swimming Location:
Franklin Park Community Pool
17501 Franklin Park Dr., Purcellville
Main #: 540-338-7603



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Loudoun County Department of Parks, Recreation, & Community Services

Adaptive Recreation

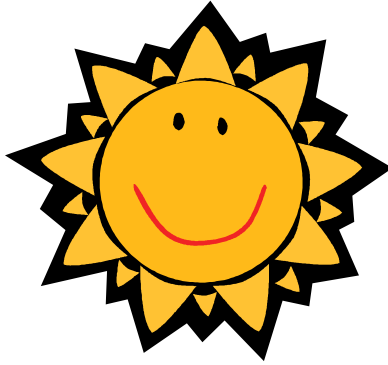
The Adaptive Recreation (AR) department provides a variety recreation and leisure opportunities for individuals of all abilities. We believe that individuals of all abilities have the right, and should be given the opportunity, to choose to participate in recreation and leisure activities of their own interest. It is our desire that participants not only have fun, but also find success and gain greater independence, while exploring new recreation and leisure interests through our innovative program.

The AR department supports two non-profit organizations: Special Olympics and VSA arts-LC. Three Advisory Boards support the department by assisting with administrative, fund-raising, advocacy and special event efforts. Community members are encouraged and are welcome to attend monthly meetings to support the department's efforts. For more information: 703-771-5013.



Special Recreation Advisory Board





Welcome to Summer Day Camp & Teen Club 2010!

Camp Crafts - Swimming - Group Games - Field Trips
Sound like fun? We're planning on it!

I am thrilled to welcome you to Adaptive Recreation Summer Camps 2010 and look forward to meeting you and your child/ren! Our biggest news is that Camp has moved to Seldens Landing Elementary School in Leesburg. I am very excited about the awesome opportunities that this new camp site will provide, including (more than ever) many exciting, educational, adventurous and down-right fun activities! Our creative seasoned staff and energetic new staff are looking forward to preparing for a successful and enjoyable summer with your child/ren.

Please take time to familiarize yourself with all the information in this Parent Handbook. It contains revised logistical, policy and emergency information in a, hopefully, user-friendly format. Should you have any questions about the policies or information contained in this handbook, please feel free to contact me.

I am always available for you to share any thoughts and/or concerns about your family's Summer Camp experience. I appreciate your feedback as I continually use and strive to incorporate changes based on your concerns and suggestions. It is the goal of the Adaptive Recreation department to provide a safe, nurturing, caring, and enjoyable experience for all children enrolled in our summer camp and leisure programs. Your continued support and feedback about our programs helps make this possible, so thank you!

I look forward to meeting and visiting with you and your camper/s. We're going to have a terrific summer!

Sincerely,

Shayle Cavalli, CTRS
Adaptive Recreation Camp Specialist



Adaptive Recreation Camps

Program Administration

The Adaptive Recreation Summer Day Camp is administered by Loudoun County Department of Parks, Recreation, and Community Services. Supervision of camp staff, program operations, registration, fee collection, and assurance that licensing standards are upheld is managed by the Adaptive Recreation Camp Specialist and Program Coordinator.

Philosophy

The philosophy of Adaptive Recreation Camps is that children with disabilities have the right, and should be given the opportunity, to choose to participate in recreation and leisure activities of their own choosing.

Vision Statement

The vision of Adaptive Recreation Camps is that children with disabilities will participate in a summer camp program, which will enhance their quality of life and foster within their peers, respect for diversity and acceptance of all children.

Mission Statement

The mission of Adaptive Recreation Camps is to provide:

- a safe, nurturing, educational, and fun environment for children with disabilities,
- opportunities that foster individual growth and success within each camper, and
- a partnership with parents and providers in helping campers strive towards greater personal independence, success, and inclusion within camp & recreation settings.





Adaptive Recreation Camps

Adaptive Recreation staff continuously offers quality programming for children with disabilities by using our experience, knowledge, and resources to design, implement, and consistently evaluate our programs. These programs promote comprehensive learning and development for children. At AR Camps, we help children find success by striving to meet the following program goals:

PROGRAM GOALS & OBJECTIVES

Children reaching their greatest potential.

Goal 1: To provide a program that encourages campers to reach their greatest potential during activities.

- A. Staff will empower campers to explore activities by providing modified resources and instruction specific to campers' interests and abilities.
- B. As each child is unique, we will offer all campers opportunities to experience and discover their leisure interests through the following:
 - Creative Arts (camp crafts, music, drama, dance)
 - Physical Activity through Small & Large Group Games
 - Field Trips & Special Guest Visitors



Children enjoying a positive, nurturing, and safe environment.

Goal 2: To provide a safe, nurturing, healthy, and fun environment for campers. We will create an environment that fosters self-confidence, independence, and respect for others by promoting the following:

- **Positive peer interaction.** We emphasize the importance of respecting others; positive communication; effective problem solving; and cooperative teamwork.
- **Cooperation among all participants by establishing fair & consistent rules for all to follow.** We support campers by working in partnership with family, and other professionals to positively influence campers attitudes and participation. Staff will receive comprehensive training and strictly adhere to all PRCS policies & procedures.
- **Empowering children to make safe & healthy decisions.** We establish boundaries that teach campers to be responsible for their own actions. We will observe, document, and address potential problems in the program, should they arise.



Children & staff building a sense of community, together.

Goal 3: To provide opportunities designed to enhance campers' character as they experience community programs and develop ownership of their environment.

- We celebrate our differences by supporting diversity and cultural awareness through our programming efforts, therefore, promoting tolerance of all people.
- We promote the importance of community involvement and emphasize compassion for those around us.
- Campers will participate in projects designed to increase campers' awareness of and help meet some of our community's



NEW FOR AR CAMPS 2010!

Summer Quest fun with AR Day Camp!

What?	Traditional day camp program, modified to meet individual camper needs. <ul style="list-style-type: none">* Age-appropriate camp crafts, games, field & pool trips* Pet & Specialty Groups* Life Skill Development opportunities* Special Events
Who?	Children & Youth, ages 2-13
Hours?	9:00A–4:00P
Staff?	May include trained teachers & professionals, CASA staff, & college students

Summer Ventures fun with AR Teen Club!

What?	Teen club program model, modified to meet individual participant needs. <ul style="list-style-type: none">* Fun, age-appropriate social activities* Age-appropriate Community & Pool trips* Life Skill Enrichment opportunities* Special Events
Who?	Teens & Young Adults, ages 14-21
Hours?	9:00A–4:00P
Staff?	May include trained teachers & professionals, CASA staff, & college students

LOCATION for both programs:

Seldens Landing Elementary School, Leesburg

CONTACT for both programs:

Shayle Cavalli

NEW FOR AR CAMPS 2010!

AR CAMP ROOMS

GROUPS—include but not limited to descriptions below:

- Group 1** Brain Injury, CP, Developmental Disabilities, Learning Disabilities, MR, Physical Disabilities with cognitive delay
- Group 2** PDD (Autism, Rhett's, etc)
- Group 3** ADD/HD, Emotional Disorders, ODD, Mood Disorders, Asperger's
- Group 4** Severe & Profound Disorders or skill level

AR DAY CAMP:

- Mini Adventurers Ages 2-5; Groups 1, 2, 3
- Buccaneers 1 Ages 6-9; Group 3
- Buccaneers 2 Ages 10-13; Group 3
- Explorers 1 Ages 6-9; Group 2
- Explorers 2 Ages 10-13; Group 2
- Rangers 1 Ages 6-9; Group 1
- Rangers 2 Ages 10-13; Group 1
- Voyagers Ages 2-21; Group 4

AR TEEN CLUB:

- Adventurers 1 Ages 14-16; Groups 1, 2, 3
- Adventurers 2 Ages 17-21; Groups 1, 2, 3

CAMP TOP 10 for 2010!

Following the below "TOP 10" will help your child have a successful summer camp experience!

1. **Communicate with Staff** — disclose ALL necessary information & use your camper's *Communication Folder*!
2. **Send ALL needed items daily in a labeled bag**—includes labeled personal care items, labeled extra clothes, labeled lunch bag with labeled non-perishable lunch, snack, & water.
3. **No Tolerance Policy Enforced**—We will not tolerate bullying, hitting, violent/threatening behavior or weapons.
4. **Medication**—Be sure to complete all necessary forms for your camper's medications & deliver to staff, only. No form = no medication given!
5. **Sick = Stay Home!** Help us keep camp healthy.
6. **Pool Days = Sunscreen, Towel, Change of Clothes, & Swim Diaper/ Pants-if needed!**
7. **Camper T-Shirts**—a MUST for Pool & Field Trip days.
8. **Appropriate Clothing & Toes Covered**—send your camper with comfortable clothing & closed-toed shoes.
9. **No Personal Electronics or Prized Possessions**—All computer games, cell phones, or other electronics are not allowed at camp, unless cleared by Camp Specialist. *AR Camp is not responsible for lost, broken or stolen items.*
10. **Camp Hours are 9:00A—4:00P**—Campers enter camp NO earlier than 9:00am & late fees are assessed for pick-ups starting at 4:01p.m.

GENERAL INFORMATION

DATES: 7 one-week sessions June 28–August 13 (no camp Monday, July 5)

HOURS: Monday–Friday; 9:00 AM–4:00 PM

LOCATION: Seldens Landing Elementary School
43345 Coton Commons Drive, Leesburg, VA 20176
Camp Main #: 571-233-3593

Pease use this number & not the school number for all camp needs.

ELIGIBILITY: All campers must currently receive Special Education services or have previously been diagnosed with a disability. All potential campers **MUST** complete a registration packet upon registration.

CAMP SHIRTS

- 2 shirts issued to each camper
- Camp shirt **MUST** be worn on Field Trips & Pool days
- Camp shirts are requested to be worn each day of camp.
- Additional camp shirts are \$5.00 each

Pay for additional shirts at the PRCs office

DAILY CHECKLIST:

Labeled Bag/Backpack with:

- Change of Clothes (labeled)
- Sunscreen (labeled)
- Medicine (in original container)
- Diapers & wipes (if needed)

Labeled Lunch Bag with:

- Lunch, snack, & drinks (labeled)
- Bottled water (labeled)

→ DON'T
FORGET!

PERSONAL BELONGINGS:

- Space will be provided for each campers' belongings
- Campers are encouraged to bring a bag to manage all personal items.
- Please label ALL personal items.
- We strongly discourage *Treasured* or *Valuable* items being brought to camp.
- PRCs will not be responsible for lost or damaged items.



LUNCH & SNACKS:

- Please provide your camper with a lunch, snacks, drinks, & bottled water every day they attend camp.
- Please, NO glass bottles.
- ALL food & beverages MUST be labeled with date & campers names.
- Refrigeration & heating are not available.

PROGRAMMING

WEEKLY CAMP THEMES:

Session 1: June 28—July 2	Discovery Camp & USA
Session 2: July 6—July 9	Green-A-Mania
Session 3: July 12—July 16	Camp Olympiad
Session 4: July 19—July 23	Back to the Future
Session 5: July 26—July 29	Camp Goes International
Session 6: August 2—August 6	Wild, Wild West
Session 7: August 9—August 13	Surfin' Safari



SAMPLE DAILY SCHEDULE: Green-A-Mania

9:00 am	Camp Opens
9:00-9:30am	Check-In & Center Activities
9:30-10:00am	Welcome & Orientation Activities
10:00-10:45am	Project: "Recycled Robots"
10:45-11:30am	Outdoor Romp (guided free play)
11:30-12:15pm	Movin' with Music
12:15-1:15pm	Lunch
1:15-2:00pm	Camp Chill (quiet time)
2:00-2:45pm	Project: "Recycled Puppet Wonders"
2:45-3:30pm	Indoor Group Game: "Parachute Pops"
3:30-4:00pm	Review Day & Discuss Next Day
4:00pm	Camp Closes

Camp rooms will operate on similar schedules that are intentionally designed to match campers skills & needs. All schedules will be posted in each camp room & contain transition intervals between each activity.

PROGRAMMING



FIELD TRIPS!

Trips will be taken this summer. Please see the Camp Calendar for locations, dates, & schedules. Details will be sent home prior to each trip. Buses will transport Campers during field trips. Please contact the Adaptive Recreation Camp Specialist if you wish to Volunteer as a Chaperone for any Trip, Special Event, or in general during our Summer Camp program.



TRIP & SWIMMING POOL DAYS!

- **Campers must arrive promptly at 9:00 AM.**
- See Camp Calendar for specific trip & pool dates. Pool trips are schedule for every Friday of camp and will be at the Franklin Park Community Pool, weather permitting.
- Campers are encouraged to wear their swimsuits under clothing to camp on Pool days. **Remember to pack underclothes & apply sunscreen prior to arriving at camp!**
- Pool rules will be reviewed prior to leaving camp and prior to entering the pool area.
- Campers will complete a swim skill check on their first trip to the Pool, be placed in a Skill Group (see below), and given a coordinating wrist Skill Level identification wrist band.
- Campers must return to designated area during pool breaks.
- Campers will change out of swimsuit at the Pool – exception with impending lightning storms, campers will immediately load the buses. Staff will check the locker rooms to make sure all personal items are retrieved. **Remember to label EVERYTHING!**
- Campers requiring the use of swim diapers **MUST** bring them, or they will not be allowed to swim that day.

SUNSCREEN WARNING!

- Application of sunscreen, **EACH DAY prior to arriving at Camp**, is highly recommended!
- Staff will remind campers to apply sunscreen. Assistance is only provided for those campers who require assistance.
- Sunscreen Permission forms **MUST** be completed prior to campers first day.

POOL DAY CHECKLIST:

LABEL ALL ITEMS WITH NAME!

- Change of Clothes; underclothes
- Sunscreen
- Medicine (in Original container)
- Swim diapers & wipes (if under age 6 or needed if older)
- Lunch, snack, & water
- Swimsuit
- Large towel
- Goggles (if desired)

DON'T FORGET!

SWIM SKILL LEVELS

Assistance Needed:

Campers allowed in the shallow end with staff at appropriate ratio given camper's needs.

Intermediate:

No assistance needed; able to enter shallow and mid-section of pool (not over camper's head)

Advanced:

No assistance needed; Able to enter all areas of pool, including diving area.



POOL DAY SCHEDULE

9:00 am	Campers arrive at Camp
9:15 am	Leave Camp
	Arrive at Franklin Park Community Pool
1:45 pm	Exit Pool & change clothes
3:15 pm	Arrive back at Camp



POLICIES & PROCEDURES: LICENSING

The Commonwealth of Virginia sets standards for licensed child day care programs. All day camp programs, which are licensed, meet or exceed these standards. Specific licensing information may be obtained at the following internet site:
www.dss.state.va.us

Child Day Programs Licensing Information

The Commonwealth of Virginia helps assure parents that child day programs, which assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, chapter 10 of the Code of Virginia, gives the Department of Social Services authority to license these programs.

Standards for licensing child day programs address certain health precautions, adequate play space, a ratio of children per staff member, equipment, programming, and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by Department of Social Services licensing staff. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard. A regular license is issued when the program meets the standards for licensure.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Citizen Alert System

The Loudoun county Citizen Alert System is a free service that is available on a subscription basis. This system is designed to provide immediate and accurate information to subscribers in the event of extraordinary circumstances.

To learn more about this system or to subscribe, go to the main County website (www.loudoun.gov) & click on "Alert Loudoun" under **e-services** on the right hand side of the main page. The click on "New User" (on the left hand side of the page). From there, all you need to do is register and select the alerts for Childcare Emergency Alert Plan. To subscribe simply follow the online instructions.

Fairfax Licensing Office
11320 Random Hills Road,
Suite 200
Fairfax, VA 22030
703-934-1505



POLICIES & PROCEDURES: ADMINISTRATION

REGISTRATION

- Open registration: April 19th & on-going until Camp is full.
- Registration is a "first come, first served" system.
- Forms are available on the County website "www.loudoun.gov/prcs" & at the PRCS Administration Office (215 Depot Court, SE, Leesburg-2nd floor).
- Mail-in Registrations are only accepted for returning campers; New campers MUST register in person.
- For more information call 703-737-8042.

Out-of-County Residents:

- Fees are 50% above those of County residents.
- Transportation is NOT available for out-of-county residents.

You will need the following:

- Completed PRCS Registration & Addendum forms
- Completed Adaptive Recreation Camp Registration form
- Completed Health & Skills form
- Proof of Identification (original birth certificate, public school report card, passport, IEP)
- Completed Transportation form, if requesting use of the School Transportation System (MUST be received by May 15th)
- Completed Permission Form
- Completed Medication form, if taking medication during Camp day. *Physician must complete the Long Term Medication form.*

\$ PAYMENTS \$

1. Please pay by check, money order, credit card, cash, or cashier's check.
2. Registration fee & deposit MUST be paid in person at the time of Camp Registration. Mail-ins only for returning campers.
3. Checks are payable to County of Loudoun
4. After initial registration, payments can be made on Webtrac (www.loudoun.gov/prcs), by Teletrac (703-443-9338), or in person.

\$ PAYMENT SCHEDULE \$

Week	1	2	3	4	5	6	7
Fee*	\$130	\$99	\$130	\$130	\$130	\$130	\$130
Due	6/7	6/14	6/21	6/28	7/5	7/12	7/19

* Fees after the \$25.00 non-refundable weekly deposit. *

If payments are late your camper(s) may be dropped from the program the day after the payment is due & we will fill your spot with a camper off the waitlist. If there is space available you may re-register your camper(s) & be recharged a \$25.00 **non-refundable** re-registration fee per camper.

\$ FEES \$

Loudoun County Participants:

\$155 per 1-week camp session
(2nd week of July 6th = \$124)

\$25 **Non-refundable** deposit per week

\$25 **Non-refundable** one-time initial registration fee

Out of County Residents:

\$232.50 per 1-week camp session
(2nd week of July 6th = \$186)

\$25 **Non-refundable** deposit per week

\$25 **Non-refundable** one-time initial registration fee

Tuition Assistance

Tuition assistance may be available through the Loudoun County Department of Family Services. Please call 703-777-0353 to determine eligibility.

Late Pick-Up Fee

A \$15-per-child late pick-up fee will be assessed for every 15-minute time period after 4:00pm. For example, late fees will be assessed as of 4:01pm. If the child is picked-up any time between 4:01pm & 4:15pm the fee will be \$15/child. If pick-up is between 4:15pm & 4:30pm the fee is \$30/child. Parents who are frequently late may be asked to seek an alternate program.

PAYMENT BOOKLET

For your convenience, payment coupons are provided at the back of this Handbook (pgs25-28).

Each pay stub indicates the session you are paying for and the date it is due. Follow these simple steps for easy camp payments:

1. Cut out the appropriate coupon.
2. Completely fill out the appropriate coupon including your PRCS household account number, camper's name(s), and amount paid.
3. Pay with check, money order, or cashier's check by mail; or in person at PRCS Administrative Office (215 Depot Court, SE, Leesburg, VA 20175)
4. To ensure timely payment, please mail your payment no later than the Wednesday before it is due.

OR

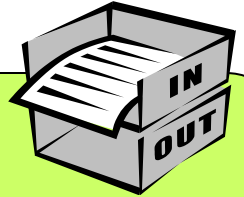
5. Pay online at www.loudoun.gov/prcs & click Webtrac.

\$ PAYMENT SCHEDULE \$							
Week	1	2	3	4	5	6	7
Fee*	\$130	\$99	\$130	\$130	\$130	\$130	\$130
Due Date	6/7	6/14	6/21	6/28	7/5	7/12	7/19

* Fees after the \$25.00 non-refundable weekly deposit. *

** If payments are late your camper(s) may be dropped from the program the day after the payment is due & we will fill your spot with a camper off the waitlist. If there is space available you may re-register your camper(s) & be recharged a \$25.00 non-refundable re-registration fee per camper.**

POLICIES & PROCEDURES: ADMINISTRATION



Sign In & Out Procedures

1. Parents/Guardians are required to sign their child into Camp each day that their Camper(s) attend. *If the Parent/Guardian does not sign the Camper(s) in, the program staff cannot be held responsible for the Camper(s) that program day.* Staff will take attendance prior to opening activities and throughout the day, especially during field trips and pool trips. *If the Camper arrives by a Loudoun County Public School bus, the bus driver or aide will sign-in the Camper(s).*
2. Parents/Guardians must specify on Registration form who has permission to pick-up their Camper(s) from Camp. Parents **MUST** provide in writing all persons allowed to pick-up their Camper(s). This person **MUST** be at least 16 years old and will be required to present a photo ID at time of pick-up.
3. Campers may be picked-up only by those persons authorized in writing to do so. In the case of court dictated pick-up/drop-off, a certified custody order **MUST** be included in the camper(s) file.
4. In an emergency, parents/guardians may contact staff by phone and fax a written request of change in those individuals authorized to pick-up their camper(s). Staff will verify request with a return phone call before the Camper is released. If a person 16, or older, comes to pick-up a Camper without written consent, the parent/guardian will be contacted for verification and written permission must be faxed before camper can be released.
5. Parents, legal guardians, or other persons listed on the Registration form are required to sign the Camper in or out of the program on a daily basis.
6. If Camper(s) will not be attending the program for any reason, please contact your Camper's Camp Leader to inform them of the absence. If not notified, staff will call to verify absence.

EMERGENCY PICK-UP

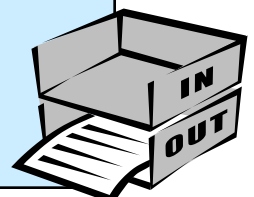
Three emergency contacts, other than parents/guardians, **MUST** be on each Camper's application before campers will be admitted to the program. Emergency contacts must be at a location during camp hours that is within 30 minutes of the day camp site. One of these emergency contacts will be contacted if a parent/guardian cannot be reached to pick-up a camper(s) in the event of an emergency. If campers are not picked-up within 15 minutes of Camp closing for the day staff will call an emergency contact individual to pick up campers.

**Still have questions?
Call 703-737-8042**

WITHDRAWAL / REFUND POLICY & PROCEDURES

Parents **MUST** notify the AR Coordinator in writing if you plan to withdraw your camper(s) from Camp. See new County policy and procedures on next page. For Withdrawal or refund questions please contact:

Maria Auger
Adaptive Recreation Coordinator
maria.auger@loudoun.gov
703-771-5010



POLICIES & PROCEDURES: ADMINISTRATION

PROGRAM REFUNDS, CANCELLATIONS, & CLOSINGS

Our goal is to ensure quality programs. If you are unsatisfied with the quality of a class/program in which you are currently enrolled, you may request a refund according to the following policy:

REFUND POLICY

Refund requests must be submitted in writing and include an explanation of why the participant is disappointed with the quality of the particular class/program. The written request should be dated and sent by e-mail, fax, or mail directly to the facility manager or program manager offering the class/program. Only written requests will be accepted. The amount of any refund will be prorated based on the number of remaining class/program sessions.

CANCELLATION POLICY

If you need to cancel a class/program registration, and you make the request 15 or more days before the start date, a full refund, MINUS a 15% administrative fee (maximum of \$15), will be offered. If you cancel a class/program registration 14 or fewer days before the start date, a refund of 50% will be offered. Cancellation requests must be submitted in writing. The request should be dated and sent by e-mail, fax, or mail directly to the facility manager or program manager offering the class/program.

The Department reserves the right to cancel or change a class or activity due to insufficient enrollment or other reasonable cause. A full refund (including any applicable registration fee) will be offered.

Refund / Cancellation Contact Information:

CONTACT: Maria Auger, Adaptive Recreation Coordinator

PHONE: 703-771-5010

MAIL: 215 Depot Court, SE, 2nd Floor

E-MAIL: maria.auger@loudoun.gov

Leesburg, VA 20175

FAX: 703-771-5383

CLOSINGS / POSTPONEMENTS POLICY

In case of inclement weather, public holidays or emergencies, the Department will determine cancellation or postponement of programs. If you are in doubt as to whether or not camp activities will be held, please contact the location or program offering the camp, or call 703-777-0343.

POLICIES & PROCEDURES: ADMINISTRATION

	Due at Registration		Session Payment Plan	<i>I already paid \$125 prior to the due date</i>	<i>I paid my Reg. Fee and Deposit</i>	<i>I paid all fees & camp starts in less than 15 days</i>	<i>I forgot to make payment by the due date & I was dropped</i>
Registered Weeks of Camp		<i>\$25 Non-Refundable Deposit (per week per child)</i>	All payments are due 3 weeks prior to the start of your camp session. If you wish to cancel, all requests must be submitted in writing 15 days prior to the start of the camp session.	Cancellation BEFORE Payment Due Date 15 days + prior to start of camp	Cancellation BEFORE Payment Due Date 15 days + prior to start of camp	Cancellation AFTER Payment Due Date	Re-Enrolling AFTER Payment Due Date
Week 1 6/28-7/02	<i>\$25 Non-Refundable Registration Fee (on-time fee for entire summer)</i>	\$25.00	\$130.00 Due - June 7, 2009	Full refund = \$130.00	No Refund No Penalty	50% refund = \$65.00	\$25 Fee + \$130 Session Fee = \$155.00
Week 2 7/06-7/9		\$25.00	\$99.00 Due - June 14, 2009	Full refund = \$99.00	No Refund No Penalty	50% refund = \$49.50	\$25 Fee + \$99 Session Fee = \$124.00
Week 3 7/12-7/16		\$25.00	\$130.00 Due - June 21, 2009	Full refund = \$130.00	No Refund No Penalty	50% refund = \$65.00	\$25 Fee + \$130 Session Fee = \$155.00
Week 4 7/19-7/23		\$25.00	\$130.00 Due - June 28, 2009	Full refund = \$130.00	No Refund No Penalty	50% refund = \$65.00	\$25 Fee + \$130 Session Fee = \$155.00
Week 5 7/26-7/30		\$25.00	\$130.00 Due - July 5, 2009	Full refund = \$130.00	No Refund No Penalty	50% refund = \$65.00	\$25 Fee + \$130 Session Fee = \$155.00
Week 6 8/02-8/06		\$25.00	\$130.00 Due - July 12, 2009	Full refund = \$130.00	No Refund No Penalty	50% refund = \$65.00	\$25 Fee + \$130 Session Fee = \$155.00
Week 7 8/9-8/13		\$25.00	\$130.00 Due - July 19, 2009	Full refund = \$130.00	No Refund No Penalty	50% refund = \$65.00	\$25 Fee + \$130 Session Fee = \$155.00

POLICIES & PROCEDURES: ADMINISTRATION



Camp Code of Conduct

The Code of Conduct is included in this handbook so that all parents/guardians and your campers are informed of the behavior expected of all our participants for the safety, health, and happiness of all children, staff, and volunteers involved with the Summer Day Camp program. We want each camper to enjoy the Camp program. Please review this Code of Conduct with your camper(s) prior to camp. In addition, individual camp room rules will be developed by that room's campers, with the guidance of the Camp staff. **Staff will emphasize these basic concepts: Honesty, Respect, Fairness, Trust, Caring, and Responsibility.**

- Campers are treated with respect and are respectful to each other, the facility, and the property of others and the staff.
- Campers are expected to exhibit good sportsmanship behavior at all times.
- Campers must use proper language at all times.
- Campers must obey the bus rules when riding the bus.
- Campers must obey all pool rules when at the pool.
- Campers are required to stay with their designated group and leaders during the program and adhere to designated camp boundaries.
- Campers must follow site, playground, and safety rules.



Bus Rules!

- Campers must stay in seats during general movement of the bus.
- Campers must follow directions of the bus driver and camp staff.
- Eating and drinking are not permitted on the bus.
- Campers must board and depart bus as a group.
- Campers must keep noise level low during the ride.
- Hands and all personal items must stay inside the bus at all times.

Behavior Management

In an effort to help your camper(s) find success and have fun when participating in the Summer Day Camp program, we will use general discipline techniques that will include positive reinforcement for appropriate behaviors and careful explanation of behavior that is unacceptable. Discipline will be progressive in nature. It will be constructive and age appropriate for redirection and conflict resolution.

The following behaviors may lead to an incident report, possible suspension, or termination from the program:

- Refusing to follow basic safety and program rules.
- Stealing or defacing Camp, school, or others property.
- Bullying and/or engaging in fights. (Loudoun County PRCS will call parents to pick-up any participant unable to function cooperatively with others or is a threat to the safety of him/herself or others.)
- Repeated disrespect towards staff, or rude and inappropriate behavior towards others.

*** Immediate termination may occur if Camp staff feel they cannot maintain the safety and welfare of the camper or other participants



ZERO TOLERANCE



PRCS does not permit the use of tobacco products, alcohol, drugs, or fireworks during our summer camp programs. Verbal threats as well as the use or threat of use of weapons is also prohibited.

In addition, theft, violent behavior, or destruction of property will not be tolerated. Any violation may result in immediate dismissal from camp with NO refund of camp fees.

Parents will be expected to provide immediate transportation home, should an incident occur off site.

POLICIES & PROCEDURES: ADMINISTRATION

PARENT INVOLVEMENT!

Frequent and open communication between staff and parents is key to campers finding success during Camp. Please keep staff informed of any changes to contact information, scheduling, medication, behavior. Please provide us with regular feedback on any issues, compliments, or concerns. We will also provide for you regular feedback on your camper(s) successes and challenges experienced when participating in our Summer Day Camp program.

Discipline and Incident Report Specifics

Typical steps pertaining to discipline and incident reports are as follows:

1. Camper does not abide by Camp rule; camp staff discusses behavior and consequences with the camper and informs parent. An incident report is written.
2. Parent/Guardian, camp staff, and Camp Specialist (or Coordinator), together with the camper, develop strategies to improve behavior. Upon parent/guardian receiving a 2nd incident report, staff will inform parent that *if behavior does not improve the 3rd report may lead to suspension from the program.*
3. Camper's 3rd offense: staff writes an incident report and informs parent. Supervisor consults with Camp Specialist, who will then consult with AR Coordinator and Division Manager for the appropriate action and parent is informed of decision. If a suspension is appropriate, the parent/guardian will be given 24 hours notice, if possible and appropriate, so that alternative arrangements can be made for the camper. If the problem persists following return from a suspension, a conference among parent/guardian, Camp staff, Camp Specialist, and if needed AR Coordinator and Division Manager will be held to effect further suspension or dismissal of camper from the program.
4. Incident reports are also written for other serious events on site such as fire, drug reaction, security, or other unusual situations.

Cause and Procedures for Dismissal

The Camp program and staff pledge to make every effort to maintain a camper in the program. Only after all procedures have failed on the part of the administration, staff, and parents/guardians will dismissal of a camper be considered. If in the opinion of the Camp Specialist, AR Coordinator, Division Manager, and PRCS Director a camper's behavior presents a physical danger to themselves or others, or if the camper fails to follow rules, then an immediate suspension or dismissal from the program may result.

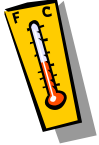
Causes:

1. Failure to pay fees as required.
2. Failure to complete all required registration procedures.
3. Failure to comply with program policies, procedures, and Code of Conduct.

Procedures:

1. If cause for dismissal is evident, the staff will contact the parent/guardian and all efforts will be made to remedy any problems that exist.
2. In **most** situations the parent/guardian will be given at least 24 hours notice before suspension from the program is implemented.
3. After a suspension, a probationary period will be set to allow time for the problem to be resolved.
4. If after the probationary period the problem still exists the staff and parent/guardian will again discuss possible solutions. Suggestions may be made to seek referral of the problem to other County resources or agencies.
5. Only after all resources have been expended will dismissal be considered. Parents/guardians will be notified in writing of the dismissal and, if possible and practical, will be given at least 24 hours notice. No refund will be issued if a camper is suspended or dismissed from the camp program.

POLICIES & PROCEDURES: HEALTH



Ozone Action Days

Code Red days will be monitored by the staff. On these days, camp will limit time spent outdoors to the morning hours. Staff will encourage campers to drink plenty of water and will facilitate only passive, low-aerobic type activities.



Severe Allergies

Before Camp begins, the parent/guardian will supply a complete list of what allergies a camper has & items to be avoided. Copies will be provided to the program staff so they are aware of the type and severity of the allergy. Allergy lists are for staff use only, and must be posted at each site, out of sight of the public and other campers.



Suspected Child Abuse

All suspected child abuse will be reported to the Loudoun County Department of Family Services for investigation. Any suspicion of abuse or neglect will be reported to the Camp Specialist immediately. On-site staff will contact their appropriate Supervisor and the Supervisor will report to the Camp Specialist, (or AR Coordinator, or Division Manager). PRCS Dept. policy will be followed when reporting suspected child abuse.



Fire Drills

State child care licensing requires that we perform monthly fire drills.



Sunscreen Use

Parents/Guardians should indicate on the program registration form and notify staff if the camper(s) is allergic to any sunscreen products.

Campers MUST apply their own sunscreen, unless they require assistance & a Sunscreen Permission Form has been completed & is on file.

Parents/Guardians are encouraged to apply sunscreen on campers prior to arriving at camp, especially on Field Trip & Pool days!

Biting Policy and Procedures

1. If a camper is bitten by another camper, a parent/guardian or emergency contact will be notified immediately to pick-up the camper and transport him/her to their family doctor to determine the bite's "risk of exposure."
2. An incident report will be completed by Camp staff and the Camp Specialist will be notified.
3. If the parent/guardian refuses to transport to the doctor it will be noted on the Incident/Accident Report.
4. The Parent/Guardian should request that the doctor's findings be sent to the Camp Specialist the following day.
5. If the doctor determines that there was a positive "risk of exposure" to blood borne pathogens, then both the camper who inflicted the bite and the camper bitten will be asked to complete a blood test to determine if either party involved in the incident is positive for Hepatitis B, Hepatitis C, and/or HIV. Results of the test must be made available to both parties.
6. The cost of the doctor's visit(s) and blood tests are at the expense of the parent/guardian of the camper who bit his/her injured peer camper.
7. Biting incidents will be addressed on a case-by-case basis to determine if removal from Camp is necessary and/or appropriate.

POLICIES & PROCEDURES: HEALTH



Daily Health Check

Each camper has a daily health inspection upon arrival at the program. If the staff feels the camper is not well, has a fever, recurring vomiting, or diarrhea then a parent/guardian will be asked to take the camper home. To allow a camper to attend while sick, or before completely recovered, not only is individually harmful, but exposes the entire group to the risk of infection.

Immunizations

Campers are required to have the immunizations and vaccinations appropriate for a child their age before acceptance into the program. Campers' immunizations must be certified by a doctor on the type of medical form provided by the program.

A camper may be exempted from the immunization if the parent/guardian submits to the Camp Specialist a "Certificate of Religious Exemption."

Ill or Injured Campers

If a camper becomes ill, injured, or has a seizure while at the program the parent/guardian will be immediately contacted. If the parent/guardian is not available, an emergency contact person will be contacted.

Campers will be taken to and cared for in the Camp Office until they are picked-up.

In an emergency, and as appropriate, campers will be taken by the local rescue squad to the closest emergency facility.



Seizures

Staff have been trained to watch for signs of a seizure & to follow Red Cross procedures in the event a Camper should have a seizure. Additionally, staff will immediately notify the Camp Specialist.

All observed behavior & environmental conditions will be recorded on an incident report.

As a precaution, 911 may be called.

Communicable Diseases

Please call your camper's Camp Supervisor if your camper will not be attending the program for any reason.

Fever Policy: According to the Health Department, children with fevers are not necessarily contagious. Also fevers may vary and come and go. It is our policy that children do not attend camp if they have a fever. An oral temperature of 101 degrees Fahrenheit is considered high and the child should go home. Children who have been sick and running a fever of 100 degrees should remain home for at least 24 hours after the fever breaks, unless they have a note from a physician authorizing their attendance. Children should not attend Camp if they are unable to perform their usual self care and routine daily tasks.

If a camper enrolled in the program, or one of their family members has a communicable disease, the parents/guardians are urged to notify the Camp Specialist immediately. The parents/guardians of the other children will be notified.

Campers who have had a communicable disease may not return to Camp unless they have a physician's note stating they are no longer contagious.



Medication Management

1. If a camper must take medication during program hours, an **Authorization to Administer Medication form MUST be completed and given to the Camp Specialist along with the medication. Only medication in its original bottle, with a prescription label may be given.** Please tell staff and note on form if there are any side effects to watch for.
2. The medicine will be kept in a locked location at the Camp site.
3. The Medication Authorization MUST include: Camper's name, prescription number, exact dosage, the name of the medicine, time to administer, and any special instruction. Parents/guardians should take the medication home at the end of each day, but Authorization is good for 5 days or 2 weeks, depending on short or long term medication need. Documentation of administering medication will be recorded on the medication log.
4. Staff will immediately inform parent/ guardian of any adverse reactions to medication given during program hours or of any medication concerns.

"SHELTER IN PLACE" POLICY

Dear Campers, Parents, and/or Guardians:

The events of recent years have made us all keenly aware of the need to review and refine the Department of Parks, Recreation, and Community Services emergency plan. With that in mind, preparing for emergencies requires considering all likely scenarios. We believe that all County facilities are very safe during emergency situations. The Department has updated our emergency response plan to include the "Shelter in Place" concept. This concept has been added to the Loudoun County Public Schools Emergency Response Plan and is another safeguard to protect our participants and staff.

As you may know, "Shelter in Place" is designed to create a neutral atmosphere within a building by shutting down all ventilation systems and closing all doors and windows. The procedure is intended to seal off a building for a limited if there is a chemical threat. "Shelter in Place" will help keep chemical agents from leaking into buildings and therefore protect all that remain inside.

In the event that a "Shelter in Place" procedure must occur, all Parks, Recreation, and Community Services program participants will be directed by emergency officials to remain inside and follow procedures. During this time, no one will be permitted to enter or leave until emergency officials have given an all-clear status. The Department is prepared to provide water and food for our participants for the limited time that the plan is necessary.

Due to the heightened awareness of emergency preparedness, please, if needed, immediately update your emergency contacts and medical information that we have on file. During emergency situations, we will make every effort to communicate the status of all facilities and programs through local television, radio, and the County web site. The new alert system enables citizens to sign up to receive instant alert notifications from County agencies through mobile devices and e-mail.

Citizens may register for this free service at www.loudoun.gov, on-line services, link to Citizen Alert System and register for PRCS Childcare Emergency Alert Plan.

While working with other County agencies, the Department continues to refine our safety plans. Your patience and understanding, should an emergency arise, is essential in order for the department to safely protect our program participants and calmly reopen our facilities.

Please be assured that staff are committed to the safety of all our participants. If you have any questions or comments, please give me a call at 703-777-0343.

Sincerely,

Diane Ryburn, Director

Loudoun County Parks, Recreation, and Community Services

SUMMER CHECKLIST



Thoroughly Reviewed **ALL**
Policies/Procedures (i.e.,
Parent Handbook)



Disclose **ALL** medical &
behavioral needs for my
child/ren



Send child/ren with **ALL**
necessary items—daily! (i.e.,
labeled bag with labeled change of
clothing, personal care items & lunch)

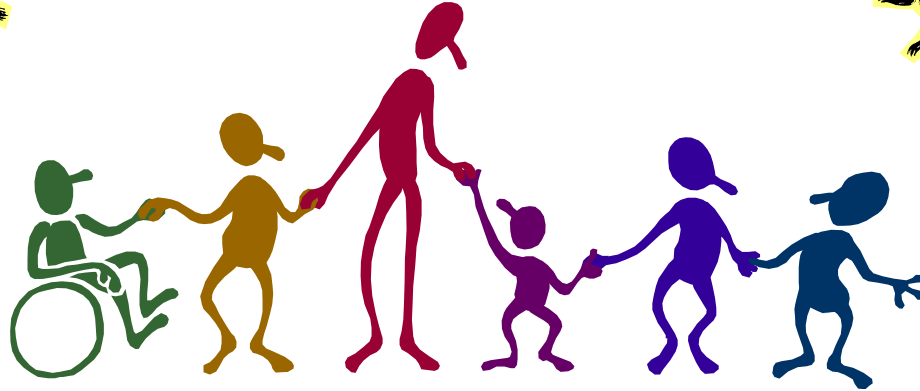


Make Camp payments
by Due Date



Prepare my child for a
summer of FUN!

Adaptive Recreation Summer Camp is where the FUN is!



Feedback

Our goal is to improve our programs each season. We ask that during your program experience you share any suggestions, concerns, or ideas with PRCS or Camp staff. At the end of your Camper's experience with AR Summer Day Camp or Teen Club, please complete a Summer Camp Evaluation form to let us know what you liked about the Camp Program and what we could improve on for next summer. Your comments will be a valuable part of our evaluation process. Your comments will allow us to continue to improve our program by keeping some aspects the same and making concentrated efforts on any areas needing improvement. Over the past 25+ years, our summer program has improved as a direct result of parent and camper input. Please help us to continue to strive for excellence by sharing your thoughts and ideas.

Thank you for registering for AR Day Camp or AR Teen Club and giving us the opportunity to help your camper(s) build fun summer memories!

~ Shayle Cavalli, AR Camp Specialist

Adaptive Recreation Summer Camp is where the FUN is!



Shayle Cavalli, CTRS

Adaptive Recreation Summer Camp

Cell: 571-233-3593

Desk: 703-771-5010

shayle.cavalli@loudoun.gov



PRCS, Adaptive Recreation Summer Camp 2010
PAYMENT COUPONS

Mail to: LCPRCS-Adaptive Recreation
215 Depot Court, SE, 2nd Floor
Leesburg, VA 20175



Adaptive Recreation SUMMER CAMP 2010 Payment Coupon #1 →
Keep this stub for your records: Date Paid: _____ Amount Paid: _____ Check #: _____

Adaptive Recreation SUMMER CAMP 2010 Payment Coupon #2 →
Keep this stub for your records: Date Paid: _____ Amount Paid: _____ Check #: _____

Adaptive Recreation SUMMER CAMP 2010 Payment Coupon #3 →
Keep this stub for your records: Date Paid: _____ Amount Paid: _____ Check #: _____

Household #: _____ Child's Name: _____ Child's Name: _____ Child's Name: _____	PAYMENT DUE: Monday, June 7, 2010 Section 01: Week 1 (June 28-July 2, 2009) <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">Amount Due: \$130.00 Total Campers: x _____ Total Paid: \$ _____</div>
Household #: _____ Child's Name: _____ Child's Name: _____ Child's Name: _____	PAYMENT DUE: Monday, June 14, 2010 Section 02: Week 2 (July 6-19, 2010) <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">Amount Due: \$99.00 Total Campers: x _____ Total Paid: \$ _____</div>
Household #: _____ Child's Name: _____ Child's Name: _____ Child's Name: _____	PAYMENT DUE: Monday, June 21, 2010 Section 03: Week 3 (July 12-16, 2010) <div style="border: 1px solid black; padding: 10px; margin-top: 10px;">Amount Due: \$130.00 Total Campers: x _____ Total Paid: \$ _____</div>

PRCS, Adaptive Recreation Summer Camp 2010
PAYMENT COUPONS

Mail to: LCPRCS-Adaptive Recreation
215 Depot Court, SE, 2nd Floor
Leesburg, VA 20175



PAYMENT DUE: Monday, June 7, 2010

Section 01: Week 1 (June 28-July 2, 2010)

Mail To:

LCPRCS-Adaptive Recreation
215 Depot Court, SE, 2nd Floor
Leesburg, VA 20175

**Adaptive Recreation
SUMMER CAMP 2010**

Payment Coupon #1



PAYMENT DUE: Monday, June 14, 2010

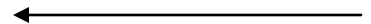
Section 02: Week 2 (July 6-9, 2010)

Mail To:

LCPRCS-Adaptive Recreation
215 Depot Court, SE, 2nd Floor
Leesburg, VA 20175

**Adaptive Recreation
SUMMER CAMP 2010**

Payment Coupon #2



PAYMENT DUE: Monday, June 21, 2010

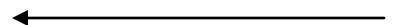
Section 03: Week 3 (July 12-16, 2010)

Mail To:

LCPRCS-Adaptive Recreation
215 Depot Court, SE, 2nd Floor
Leesburg, VA 20175

**Adaptive Recreation
SUMMER CAMP 2010**

Payment Coupon #3



**Adaptive Recreation
SUMMER CAMP 2010**
Payment Coupon #4
→

Keep this stub for your
records:

Date Paid: _____

Amount Paid: _____

Check #: _____

Household #: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

PAYMENT DUE: **Monday, June 28, 2010**

Section 04: Week 4 (July 19-23, 2010)

Amount Due: \$130.00

Total Campers: x _____

Total Paid: \$ _____

**Adaptive Recreation
SUMMER CAMP 2010**
Payment Coupon #5
→

Keep this stub for your
records:

Date Paid: _____

Amount Paid: _____

Check #: _____

Household #: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

PAYMENT DUE: **Monday, July 5, 2010**

Section 05: Week 5 (July 26-29, 2010)

Amount Due: \$130.00

Total Campers: x _____

Total Paid: \$ _____

**Adaptive Recreation
SUMMER CAMP 2010**
Payment Coupon #6
→

Keep this stub for your
records:

Date Paid: _____

Amount Paid: _____

Check #: _____

Household #: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

PAYMENT DUE: **Monday, July 12, 2010**

Section 06: Week 6 (August 2-6, 2010)

Amount Due: \$130.00

Total Campers: x _____

Total Paid: \$ _____

**Adaptive Recreation
SUMMER CAMP 2010**
Payment Coupon #7
→

Keep this stub for your
records:

Date Paid: _____

Amount Paid: _____

Check #: _____

Household #: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

PAYMENT DUE: **Monday, July 19, 2010**

Section 07: Week 7 (August 9-13, 2010)

Amount Due: \$130.00

Total Campers: x _____

Total Paid: \$ _____

PAYMENT DUE: Monday, June 28, 2010

Section 04: Week 4 (July 19-23, 2010)

Mail To:

LCPRCS-Adaptive Recreation
215 Depot Court, SE, 2nd Floor
Leesburg, VA 20175

**Adaptive Recreation
SUMMER CAMP 2010**

Payment Coupon #4



PAYMENT DUE: Monday, July 5, 2010

Section 05: Week 5 (July 26-30, 2010)

Mail To:

LCPRCS-Adaptive Recreation
215 Depot Court, SE, 2nd Floor
Leesburg, VA 20175

**Adaptive Recreation
SUMMER CAMP 2010**

Payment Coupon #5



PAYMENT DUE: Monday, July 12, 2010

Section 06: Week 6 (August 2-6, 2010)

Mail To:

LCPRCS-Adaptive Recreation
215 Depot Court, SE, 2nd Floor
Leesburg, VA 20175

**Adaptive Recreation
SUMMER CAMP 2010**

Payment Coupon #6



PAYMENT DUE: Monday, July 19, 2010

Section 07: Week 7 (August 9-13, 2010)

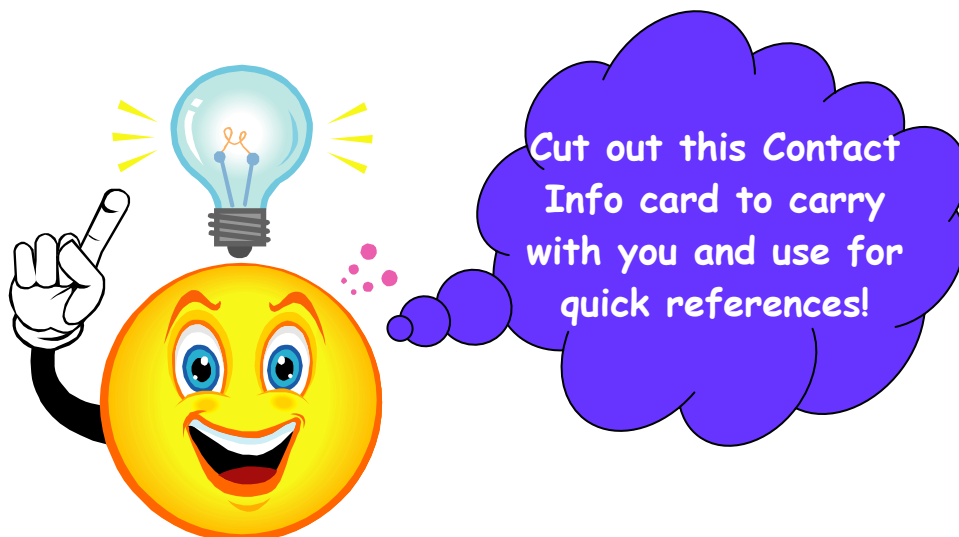
Mail To:

LCPRCS-Adaptive Recreation
215 Depot Court, SE, 2nd Floor
Leesburg, VA 20175

**Adaptive Recreation
SUMMER CAMP 2010**

Payment Coupon #7





Adaptive Recreation Summer Camp

CONTACT INFORMATION

Camp Specialist: Shayle Cavalli

Office #: 703-771-5010
Cell #: 571-233-3593
E-mail: shayle.cavalli@loudoun.gov

AR Coordinator: Maria Auger

Office #: 703-771-5013
Cell #: 571-233-1729
E-mail: maria.auger@loudoun.gov

Division Manager: Aaron Hopper

Office #: 703-777-0398
Cell #: 571-233-0125
E-mail: aaron.hopper@loudoun.gov

PRCS Assist Steve Torpy

Director: Office #: 703-777-0345
Cell #: 571-233-0123
E-mail: steve.torpy@loudoun.gov

PRCS Director: Diane Ryburn

Office #: 703-777-0558
Pager #: 703-737-4910
E-mail: diane.ryburn@loudoun.gov

Camp Days & Hours:

Monday–Friday; 9:00A–4:00P

Camp Administrative Contact:

Camp Main #: 571-233-3593

Camp Location:

Selden's Landing Elementary School
43345 Coton Commons Dr, Leesburg VA 20176
Principal: *Tracy Stephens*

PRCS Administrative Office Days & Hours:

Monday–Friday; 8:30A–5:30P

PRCS Address:

215 Depot Court, SE , Leesburg, VA 20175

Administrative Contacts:

Main PRCS #: 703-737-8042
Main Fax #: 703-771-5383

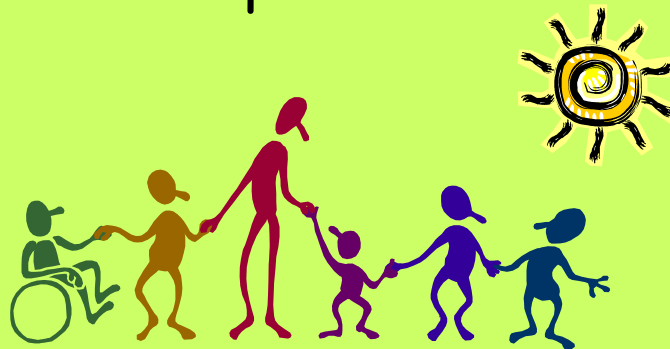
Swimming Location:

Franklin Park Community Center & Pool
17501 Franklin Park Dr., Purcellville
Main #: 540-338-7603



Loudoun County Department of Parks, Recreation & Community Services
215 Depot Court, SE, Leesburg, VA 20175 · www.loudoun.gov/prcs

Adaptive Recreation Camps are...



...helping kids & teens have
fun & success all summer long!